

AGENDA

Civil Service Board

Tuesday, January 5, 2010

4:45 p.m. - **City Council Chambers**

NOTICE: FOR THE HEARING IMPAIRED - A 48-hour advance notice must be given to assure sign language interpreters. Requests may be placed by calling 1-877-456-7589.

Members: John Schwetman, Michelle Hooey, Portia Johnson, Patti Katoski, Robert Zallar

1. APPROVAL OF MINUTES
 - A. December 1, 2009

2. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
 - A. Code Plan/Review Consultant (Revised)
 - B. Labor Relations Specialist (Revised)
 - C. Maintenance Worker (Revised)

3. APPROVAL OF ADVERTISING
 - A. Administrative Legal Assistant (Open)
 - B. Appliance Mechanic Apprentice (Promo)
 - C. Labor Relations Specialist (Open)
 - D. Mobile Data Specialist (Open)
 - E. Payroll Coordinator (Open)

4. OLD BUSINESS

None

5. NEW BUSINESS
 - A. Audit of Information Technician

6. APPEALS
 - A. Qualification Requirements for Administrative Information Specialist

7. APPROVAL OF ELIGIBLE LISTS
 - A. Budget & Operations Analyst (Open)
 - B. Safety & Training Specialist (Open)

8. NEXT MEETING SCHEDULED

January 19, 2010